

MASSACHUSETTS APPEALS COURT

Posting Date: **April 5, 2006**

Job Description and Qualifications
for
Deputy Special Assistant Clerk

This position is part of a series that includes a number of levels. Employees are appointed to the entry level and are eligible to advance to the higher level consistent with this job description and Trial Court policies.

All applications must be received by: April 19, 2006

SUMMARY OF SERIES:

This series is responsible for performing the full range of duties relative to the scheduling of monthly oral argument sessions. In addition, this series is responsible for providing service to the public and other individuals with business with the court consistent with policies on confidentiality. The position title above the entry level requires the performance of more responsible duties and more specialized case processing duties. Employees are appointed into this series at the entry level position title and are eligible for reclassification to the higher level position title consistent with the specifications for the higher level position title. The position reverts back to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Deputy Special Assistant Clerk I: This is the entry level position within this series. Employees at this level are expected to run sessions of court and to perform case processing duties and other general office duties.

Deputy Special Assistant Clerk II: This is the second level position title within this series. Employees at this level are expected to provide assistance in the area of case management and to perform more advance case and processing duties.

POSITION SUMMARY:

The employees in this position assist the Clerk and the court in the scheduling of monthly oral argument sessions. A deputy special assistant clerk is responsible for the preparation, assembly and distribution of files and motions to the panel and other appropriate personnel in advance of hearing or oral

argument, and for regularly attending sessions of the Appeals Court. A deputy special assistant clerk also performs case processing duties when the court is not in session and must have the ability to effectively communicate, advise and assist members of the bar and the general public.

MAJOR DUTIES:

Special Deputy Assistant Clerk I Duties:

The following duties and responsibilities represent a partial list of those performed by individuals in this position. Specific duties performed by an individual will vary depending on the needs of the Appeals Court:

Provide assistance in case management, including the scheduling of oral argument, size of calendars, creation of special calendars as needed, working out conflicts concerning dates and length of time required for briefing and oral argument, coordinating continuances, recognizing conflicts of interest, and determining case readiness.

Monitor all brief due dates and establish schedule of cases ready for screening.

Regularly attend sessions of court ensuring that the session is electronically recorded, give direction to parties as necessary.

Record the court's decisions, draw orders reflecting those decisions as directed by the court, and perform related duties as necessary.

Perform courtroom duties alone or may supervise other employees depending on the needs of the session.

Receive, mark, and maintain custody of papers and exhibits offered at argument and ensure their security.

Create hearing and oral argument schedules and notify interested parties.

Prepare, accept, and preserve files.

Assist the public, litigants, and attorneys concerning court schedules or court functions, rules, or practices.

Ensure compliance with court orders regarding submission of documents subsequent to hearing.

Perform advanced case processing functions within the clerk's office when court is not in session.

Deputy Special Assistant Clerk II Duties:

Perform special projects pertaining to case flow management as required.

Run reports on case readiness and send out administrative dismissal notice when appropriate.

Regularly meet with court personnel and other individuals to discuss ways to improve the efficiencies of court sessions, calendars, and related work within established guidelines, and recommend improved methods and procedures to a supervisor.

Run OCR transcript scanning program and assist in "West Brief Bank" project.

Perform the duties of the lower level within this series as required.

POSITION REQUIREMENTS:

Deputy Special Assistant Clerk I:

Graduation from an accredited two year college or university program or graduation from an accredited paralegal program or a minimum of five years experience as a trial court sessions clerk or deputy assistant clerk.

Knowledge of and ability to use personal computers and word processing software.

Familiarity with Forecourt and Courtsmart preferable.

Thorough knowledge of the rules, practices and procedures pertaining to all types of Appeals Court sessions.

Demonstrated ability to work well with judges.

Demonstrated ability to identify problems and to develop creative solutions to those problems.

Demonstrated ability to exercise sound judgment.

Demonstrated ability to perform research and to prepare reports.

Deputy Special Assistant Clerk II:

A minimum of two years experience as a Deputy Special Assistant Clerk I.

Demonstrated ability to assign, supervise and review the work of subordinate employees.

Excellent organizational skills, including the demonstrated ability to process a high volume of court papers in an organized and efficient manner.

POSITION GRADE:

Deputy Special Assistant Clerk I: Grade 16 \$45,649.27

Deputy Special Assistant Clerk II: Grade 17 \$49,396.22

Completed trial court applications for employment and resumes should be forwarded to:

Ashley Brown Ahearn, Clerk
Appeals Court
John Adams Courthouse, Suite 1200
Boston, MA 02108

Trial court applications for employment are available at the Administrative Office of the Trial Court, 2 Center Plaza, 5th Floor, Boston, MA 02108 or you may download an application and view a job description at www.mass.gov/courts/jobs.

Because of the volume of applications received, the Clerk will communicate only with those individuals who will be interviewed for open positions. If you are not notified by the Clerk, another applicant within the recruitment field with either more experience or higher qualifications was selected.

EQUAL OPPORTUNITY EMPLOYER